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NASA Procedural Requirements

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COMPLIANCE IS MANDATORY

NASA Occupational Safety and Health Programs

Responsible Office: Office of Safety and Mission Assurance

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Preface

P.1 Purpose

P.1.1 This NPR provides the requirements for NASA Federal civil service occupational safety and health programs as required by [Section 19 of the Occupational Safety and Health \(OSH\) Act of 1970](#), as amended ([29 United States Code \(U.S.C.\) 668](#)), [Executive \(Exec.\) Order 12196](#), and the implementing regulations found in [29 Code of Federal Regulations \(C.F.R.\) pt. 1960](#). This NPR is to be used in conjunction with [29 C.F.R. pt. 1960](#) and the applicable documents listed in P.4 to ensure that employees are furnished with a place of employment that is free from recognized hazards that cause or are likely to cause death or serious harm. Detailed operational safety and occupational health policy and procedures are defined in [NPR 8715.3](#), NASA General Safety Program Requirements, and [NPR 1800.1](#), NASA Occupational Safety and Health Program, respectively.

P.1.2 This NPR references requirements contained in several sections of [29 C.F.R. pt. 1960](#) and highlights additional implementation requirements for NASA. Other 29 C.F.R. cross references are included for information.

P.1.3 Compliance with pertinent C.F.R. requirements is mandatory, even though the requirement may not be referred to herein.

P.2 Applicability

P.2.1 This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This includes: (1) all NASA organizations, elements, entities, or individuals; (2) all NASA equipment, property, systems, and facilities; and (3) all phases of the life cycle of systems or facilities.

P.2.2 This NPR is applicable on Government-Owned Contractor-Operated (GOCO) Facilities where hazards are present.

P.2.3 This NPR will apply to GOCO operations (e.g.; Jet Propulsion Laboratory, a Federally Funded Research and Development Center) to the extent specified in their respective contracts."

P.2.4 This NPR is only applicable to ground operations, launch operations, and atmospheric operations. On-orbit and extraterrestrial safety requirements are determined by the program manager in consultation with the Chief Health and Medical Officer and Chief, Safety and Mission Assurance (Chief/SMA) as Technical Authorities.

P.2.5 In this NPR "shall" denotes a mandatory requirement, "may" or "can" denotes a discretionary privilege or permission, "should" denotes a good practice, and "will" denotes an expected outcome.

P.2.6 Unless otherwise indicated, definitions of all words and terms used in this NPR are per [NASA-STD 8709.22](#), Safety and Mission Assurance Acronyms, Abbreviations, and Definitions.

P.3 Authority

a. Privacy Act of 1974, as amended, [5 U.S.C. §552\(a\)](#).

b. Occupational Safety and Health (OSH) Act of 1970, Section 19, as amended, [29 U.S.C. §668](#).

- c. The National Aeronautics and Space Act, as amended, [51 U.S.C. §20113\(a\)](#).
- d. [Exec. Order No. 12196](#), Occupational Safety and Health Programs for Federal Employees, dated February 26, 1980, as amended.
- e. Recording and Reporting Occupational Injuries and Illnesses, [29 C.F.R. pt. 1904](#).
- f. Occupational Safety and Health Standards, [29 C.F.R. pt. 1910](#).
- g. Basic Program Elements for Federal Employees, Occupational Safety and Health Programs and Related Matters, [29 C.F.R. pt. 1960](#).
- h. NASA FAR Supplement [Subpart 1823.70--Safety and Health](#).
- i. [NPD 1000.3](#), The NASA Organization.
- j. [NPD 1800.2](#), NASA Occupational Health Program.
- k. [NPD 8700.1](#), NASA Policy for Safety and Mission Success.

P.4 Applicable Documents

- a. [NPR 1400.1](#), NASA Directives Procedural Requirements.
- b. [NPR 1441.1](#), NASA Records Retention Schedules.
- c. [NPR 1800.1](#), NASA Occupational Health Program Procedures.
- d. [NPR 3711.1](#), Federal Employee Labor Management Relations Program.
- e. [NPR 8621.1](#), NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping.
- f. [NPR 8705.6](#), Safety and Mission Assurance (SMA) Audits, Reviews, and Assessments.
- g. [NPR 8715.3](#), NASA General Safety Program Requirements.
- h. [NPR 8735.1](#), Procedures For Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories.

P.5 Measurement/Verification

Compliance with the requirements contained in this NPR will be verified through processes contained in [NPR 8705.6](#), Safety and Mission Assurance (SMA) Audits, Reviews, and Assessments and also through reviews conducted by the Office of the Chief Health and Medical Officer.

P.6 Cancellation

NPR 8715.1, NASA Occupational Safety and Health Programs, dated August 9, 1999.

/S/

Terrence W. Wilcutt
Chief, Safety and Mission Assurance

/S/

Richard Williams
Chief Health and Medical Officer and
Designated Agency Safety and Health Official

Chapter 1. General

1.1 Background

1.1.1 It is NASA policy to implement a comprehensive Occupational Safety and Health Program consistent with the following Federal requirements:

- a. The [OSH Act of 1970](#), as amended, [29 U.S.C. 651 et.seq.](#) which requires the development and enforcement of standards to ensure safe and healthful working conditions for employees in the private sector and contains provisions applying to Federal agencies and their employees. [Section 19 of the OSH Act](#) requires Federal agencies to have a comprehensive occupational safety and health program consistent with the standards authorized by Section 6 of the OSH Act.
- b. [Executive Order 12196](#) which directs Federal agencies to implement effective occupational safety and health programs provides for the evaluation of Federal agency programs by the Department of Labor (DOL) and also provides for the transmittal of these evaluations to the President.
- c. [29 C.F.R. pt. 1960](#) which provides basic elements for Federal employee occupational safety and health.

Note: [NPR 1800.1](#), paragraph P.1.b, states that it is NASA policy to follow the most protective/conservative standard that applies.

1.2 Leadership Responsibilities and Requirements

1.2.1 The NASA Administrator is the senior NASA official responsible for Agency-wide safety and health.

1.2.2 The Agency Mission Support Council serves as the executive board responsible for addressing the NASA occupational safety and health program (see [29 C.F.R. § 1960.36](#)).

1.2.3 The NASA Designated Agency Safety and Health Official (DASHO) is responsible for assuring that 29 C.F.R. pt. 1960 requirements at the Agency level are fulfilled and implemented (see [29 C.F.R. § 1960.6](#)).

Note: At NASA, the DASHO is the Chief Health and Medical Officer (see [NPD 1000.3 paragraph 4.16](#)).

- a. The DASHO serves as the Agency coordinator for submitting requests on behalf of NASA for approval by the Secretary of Labor for waivers to OSHA requirements (aka: OSHA variance) and approval of alternate or supplemental standards.

Note: [29 C.F.R. § 1960.17](#) and [29 C.F.R. § 1904.38](#) (for variances from record keeping) and [29 C.F.R. pt. 1905](#) (for variances from rules of practice) provide the requirements for requesting variances to OSHA requirements.

1.2.4 The safety and health functions at NASA are administered by two separate functional offices. The safety function is managed by the Office of Safety and Mission Assurance (OSMA), and the health function is managed by the Office of the Chief Health and Medical Officer.

Notes: 1) OSMA is responsible for the management, direction, and policy, and oversight of the specific elements of [29 C.F.R. pt. 1960](#) pertaining to Agency safety. OSMA is responsible for participating in reviews and evaluating NASA activities for conformance with prescribed safety policies, standards, and procedures and recommending necessary corrective action to obtain conformance when discrepancies are identified.

2) Within the Office of the Chief Health and Medical Officer, the Director, NASA Occupational Health is responsible for the management, direction, policy, and oversight of the specific elements of [29 C.F.R. pt. 1960](#), pertaining to occupational health for the Agency.

3) The Office of the Chief Health and Medical Officer, Environmental Health Officer is responsible for participation in reviews and evaluating NASA activities for conformance with prescribed occupational health policies, standards, and procedures and recommending necessary corrective action to obtain conformance when discrepancies are identified.

1.2.5 The Chief/SMA, in conjunction with the DASHO, shall:

- a. Lead the safety and health training program throughout NASA (Requirement).
- b. Maintain liaisons with other Government and industry training organizations for the purposes of sharing best practices and lessons learned (Requirement 31593).

1.2.6 [29 C.F.R. § 1960.17](#) and [§ 1960.18](#) provide the authority and requirements for NASA to produce standards to implement and supplement the requirements in [29 C.F.R. pt. 1960](#).

Notes: 1) NASA may develop alternate standards or accept non-NASA consensus standards to provide equivalent or greater protection for affected employees.

2) If there are NASA operations that are not covered by OSHA standards, OSHA requires NASA to develop a supplementary standard to provide protection to employees.

3) Preparation of NASA standards to implement and supplement the requirements in [29 C.F.R. pt. 1960](#) requires close coordination between the Chief Health and Medical Officer and Chief/SMA.

4) The Secretary of Labor is required to concur on any NASA standards that implement and supplement the requirements in [29 C.F.R. pt. 1960](#) require (see paragraph 1.2.3.a).

1.2.7 For any Presidential mandate requiring NASA to meet a set of OSHA and Federal Workers' Compensation metrics (e.g., Safety, Health And Return-to-Employment Initiative and Protecting Our Workers and Ensuring Reemployment Initiative), the Chief/SMA and the DASHO shall collaborate to establish internal Agency goals, track progress and identify trends, and provide input for the Agency's Annual OSHA Report.

1.2.8 [29 C.F.R. § 1960.7](#) requires that the NASA budget include financial and other resources to effectively implement and administer the Agency's occupational safety and health program.

1.3 Employee Reports of Unsafe and Unhealthful Working Conditions

1.3.1 29 C.F.R. § 1960.28 specifies the process for employees to report unsafe or unhealthful conditions and for NASA to address and respond to these reports. At NASA, the following appeal route (in order of precedence) is available:

- a. Supervisor.
- b. Center or Component Facility Safety/Health Official(s), as appropriate.
- c. Center Director or Manager.
- d. Designated Agency Safety and Health Official (for unhealthful conditions) and/or Chief/SMA (for unsafe conditions).
- e. [NASA Safety Reporting System \(NSRS\)](#).
- f. [Office of Federal Agency Safety and Health Programs \(OSHA/DOL\)](#).

1.3.2 Complaints or grievances may also be registered through the NASA grievance procedures, through those procedures contained in agreements negotiated with recognized labor organizations, or through the [NASA Office of Inspector General](#).

1.3.3 Center Directors shall establish systems to collect and address employee reports of unsafe or unhealthful conditions (Requirement).

1.4 Freedom From Reprisal

[29 C.F.R. § 1960.46.\(a\)](#), et al, states that no employee can be subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition or for participating in the activities of the Agency occupational safety and health programs. (See paragraph 2.3.2 for more information on preventing reprisals.)

1.5 Safety and Health Training

1.5.1 [29 C.F.R. § 1960.54-.60](#) provides requirements for required safety and health training to include who must be trained and minimum course content.

1.5.2 [29 C.F.R. § 1910.1200](#) provides requirements for employee information and training regarding communication of hazards.

1.5.3 [NPR 8715.3](#), Chapter 7, provides additional safety and health training requirements and requires annual review of training material.

1.5.4 [NPR 1800.1, paragraph 1.4](#), provides NASA requirements for credentialing, education, and training of occupational health professionals.

Note: Status of NASA's safety and health training is reported annually to OSHA as part of the annual OSHA report.

1.6 Annual NASA Report to OSHA

1.6.1 [29 C.F.R. § 1960.66-.71](#) and [Exec. Order No. 12196](#) provide requirements for NASA recordkeeping and reporting to OSHA.

1.6.2 The Chief Health and Medical Officer and the Chief/SMA shall jointly prepare the annual NASA report to OSHA (Requirement).

Note: This report must be submitted by January 1 to cover the previous fiscal year unless previously coordinated with OSHA.

1.6.3 Each Center and Component Facility Director shall provide the data required in [29 C.F.R. § 1960.71](#) and [Exec. Order No. 12196](#) and items listed in paragraphs 1.6.3.a through 1.6.3.h to the Chief Health and Medical Officer and Chief/SMA by November 1 each year (Requirement).

a. Annual Summary - Occupational Injuries/Illnesses ([OSHA Form 300](#))

Note: Center establishment codes must match their Office of Workers Compensation Program (OWCP) identifier for electronic submission of OSHA 300 forms (See [29 C.F.R. pt. 1904](#)).

b. A summary of all open abatement plans and a listing of those closed during the reporting period.

c. Center/Facility safety and health programs inspection/evaluation reports for the period.

d. A summary of the Center Executive Safety and Health Board meetings and actions.

e. A self-evaluation of the Center/Facility's compliance with [29 C.F.R. § 1960.79](#) and this NPR using the OSHA baseline questionnaire, which is based on [29 C.F.R. pt. 1960](#) requirements. The OSHA baseline questionnaire can be found at:
<http://www.hq.nasa.gov/office/codeq/doctree/oshaques.pdf>

Note: [NPR 1800.1](#) provides more details on the annual occupational health self-evaluation process.

f. Any information or evidence uncovered during accident investigations which would be of benefit in updating OSHA requirements.

Note: This information should be forwarded to the Chief Health and Medical Officer and Chief/SMA as soon as it is discovered so the process for updating the OSHA or NASA requirements may be commenced as soon as possible.

g. [Centers only] A listing of managers who directly report to the Center Director who have completed the required safety and health training, as required by [29 CFR § 1960.54](#).

h. [Headquarters only] A listing of managers who directly report to the NASA Administrator who have completed the required safety and health training, as required by [29 CFR § 1960.54](#).

1.6.4 The Center Director shall ensure that an annual summary of occupational injuries and illnesses is posted no later than 45 calendar days after the close of the fiscal year or otherwise disseminated in

written form to all employees of the workplace ([Requirement 22017](#)).

1.7 OSHA Councils and Committees

NASA has chosen not to implement committees certifiable as permitted under [29 C.F.R. § 1960.37](#) with the exception of the Center Executive Safety and Health Board (see paragraph 2.2.2.d) and special safety and health committees formed on an ad hoc or continuing basis. However, all members of such boards and committees are required by [29 C.F.R. § 1960.58](#) to complete training.

Chapter 2. Center/Facility-Level Responsibilities

2.1 Definitions and Assumptions

2.1.1 The term "establishment" is defined for NASA as being the NASA Center, NASA Facility, or other NASA stand-alone locations. Examples of other NASA stand-alone locations include the NASA Headquarters, NASA Kennedy Space Center launch facility at Vandenberg Air Force Base, and NASA offices/laboratories within non-NASA or contractor facilities.

2.1.2 In keeping with the NASA governance model, it is within the purview of the NASA Center Director to decide whether the occupational safety and health program for the Center and any component facilities is operated or managed as a single program or as a separate program for each location. However, the Center Director remains responsible for its content.

2.2 Responsibilities of Center Directors and the Executive Director, Headquarters Operations

2.2.1 NASA policy holds senior leadership responsible for safety and health program performance. Managers, supervisors, and employees are accountable for preventing workplace accidents and illnesses. Senior leadership is responsible for human safety and preservation of mission resources.

2.2.2 Center Directors and the Executive Director, Headquarters Operations, are responsible for maintaining a safe and healthful work environment for the workforce (See [NPD 1000.3](#)). To accomplish this, Center Directors and the Executive Director, Headquarters Operations, shall:

Note: Without an agreement between a hosting NASA Center and a tenant NASA office from another NASA Center, the host NASA Center Director will provide the services defined in this NPR for the tenant. At the discretion of the hosting NASA Center Director, individual responsibilities and services in this NPR may be delegated to the executive director of the tenant via memorandum of agreement.

- a. Appoint qualified Center safety and health officials at appropriate levels (see [29 C.F.R. § 1960.6.\(c\)](#)) (Requirement).
- b. Provide adequate budgets and staff to Center safety and health officials to implement the Center's occupational safety and health program (see [29 C.F.R. § 1960.7.\(b\)](#)) (Requirement).
- c. Abate unsafe and unhealthful conditions with assistance provided by the Center or Component Facility Safety and Health Office(s) (see [29 C.F.R. § 1960.7.\(b\)](#)) (Requirement).
- d. Establish and chair (or designate the chair for) a Center Executive Safety and Health Board at their Center, comprised of senior Center management as full members and safety and health personnel as either full members or advisors, to provide a forum for meaningful discussion of, and a channel for input to, Center management's decisions relative to occupational safety and health matters and to assist the DASHO in ensuring the implementation of [29 C.F.R. pt. 1960](#) requirements (See [29 C.F.R. § 1960.36-40](#)).

(1) The Center Executive Safety and Health Board Chair shall ensure that copies of minutes are kept on file for review by Headquarters safety and health offices and other employees as required in [29 C.F.R. § 1960.37](#) ([Requirement 31588](#)).

(2) Special safety and health committees may be formed on an ad hoc or continuing basis to assist the NASA Center or Component Facility safety and health officials in dealing with particular programs, projects, geographical areas, or special operations.

(3) The Center Executive Safety and Health Board shall review the Center self-evaluation prior to submitting it as part of the Center's input to the annual NASA report to OSHA (see paragraph 1.6.3) (Requirement).

e. Ensure that each safety and health board recommendation receives a formal response, within 30 days of receipt, that explains the Center's disposition of the recommendations (Requirement).

f. Determine what positions require qualified, trained, and certified personnel per [29 C.F.R. § 1960.25](#) (Requirement).

g. Ensure participation of safety and health professionals in the NASA Construction of Facilities (CoF) process to ensure a safe and healthful workplace (Requirement).

h. When NASA employees are engaged in work as part of an international partnership, develop a program-specific safety plan (Requirement).

i. Implement the most current Presidential initiative at their locations such as the current POWER Initiative ([Federal Register volume 75 number 140 page 43029](#)) (Requirement).

j. Participate in Field Federal Safety and Health Councils in support of the Secretary of Labor, (See [29 C.F.R. § 1960.85](#)) (Requirement).

k. Evaluate changes to the workplace (facilities and operational changes) environment to determine if there is a change in risk, and respond accordingly (Requirement).

Note: This can be done using [NASA STD 8719.7](#), Facilities System Safety Standard, the operational readiness review process, the requirements of [NPR 8715.3, Chapter 8](#), Safety for Facility Acquisition, Construction, Activation, and Disposal, and [NPR 1800.1](#), Chapter 4 (Occupational Exposure Assessment and Management).

l. Ensure that the information listed in paragraph 3.4 is available to Center employees (Requirement).

2.3 Dissemination of Program Information

2.3.1 [29 C.F.R. § 1960.12](#) requires that employees have access to copies of [Exec. Order No. 12196](#), [29 C.F.R. pt. 1960](#), details of NASA's occupational safety and health program plans, and applicable safety and health standards.

Note: [NPR 1400.1](#), [NASA Directives Procedural Requirements, paragraph 4.3.5](#), and [NPR 3711.1, Federal Employee Labor Management Relations Program](#), provides guidance on coordination with Union representatives on development of NASA policies.

2.3.2 The Center or Component Facility safety and health official(s) shall verify that adequate information is conspicuously posted in each major facility informing employees of the provisions of the [OSH Act](#), [Exec. Order No. 12196](#), NASA's occupational safety and health programs, and site-specific information, including details of the procedure for filing allegations of discrimination or reprisal for participating in the safety or health program or for reporting potential unsafe or unhealthful conditions per [29 C.F.R. 1960.68](#) ([Requirement 22016](#)).

Note: OSHA Form 3165-12-06R, Job Safety and Health It's The Law! or NASA Form 1613, NASA Occupational Safety and Health Protection For Federal Employees, may be used for this purpose.

2.4 Financial Management

2.4.1 In addition to the requirements in [29 C.F.R. § 1960.7](#), the Center Director shall ensure that the following also be included in the safety and health budget (Requirement):

- a. Training and professional development to maintain proficiency, including travel funds necessary for training.
- b. Firefighting equipment.
- c. Fit testing of Personal Protective Equipment (PPE).
- d. Cost estimates for corrective actions.

2.4.2 NASA program and project managers providing safety and/or health support beyond what is provided by the Center shall coordinate the budget estimates for this support with the Center budget authority and safety and health offices (Requirement).

2.5 Product Safety

2.5.1 [29 C.F.R. § 1960.34\(b\) and \(d\)](#) provide requirements for product safety for use whenever the Center or Component Facility designs, produces, or otherwise procures, acquires, or provides a product as an end item.

2.5.2 [NPR 1800.1](#), Chapter 4, provides additional requirements for use of hazardous materials.

2.5.3 [NPR 8735.1](#), Procedures For Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories, provides additional requirements for participation in the Government-Industry Data Exchange Program (GIDEP).

2.6 Notice of Unsafe or Unhealthful Conditions

2.6.1 [29 C.F.R. § 1960.26\(c\)\(3\)](#), [29 C.F.R. § 1960.26\(c\)\(4\)](#), and [29 C.F.R. § 1960.28\(d\)\(4\)](#) provide requirements for posting notices of unsafe or unhealthful conditions.

2.6.2 The inspector or the Center Director (or their designee) shall send [NASA Form \(NF\) 1390](#), Notice of Unsafe or Unhealthful Condition, or equivalent to the supervisor in charge of the establishment/worksites by no later than 15 days after completion of an inspection for safety

violations, or not later than 30 days for health violations ([Requirement 22050](#)).

Note: Locally-generated equivalent versions of [NF 1390](#), as approved by the Center Director, may be used.

2.6.3 Delays in posting [NF 1390](#) or equivalent shall be recorded by the Center Executive Safety and Health Board ([Requirement 31572](#)).

Note: See [NPR 1441.1](#) for requirements for long-term retention.

2.7 Abatement of Unsafe or Unhealthful Conditions

2.7.1 [29 C.F.R. § 1960.28\(d\)\(3\)](#) provides requirements and timing for reporting immediate unsafe or unhealthful conditions.

2.7.2 Within 5 days of identifying that more than 30 days will be required to abate a condition (see [29 C.F.R. § 1960.30\(c\)](#)), the supervisor in charge of the worksite shall promptly prepare and submit [NF 1584](#), Safety and Health Hazard Abatement Form, or equivalent, to the Center Executive Safety and Health Board that includes an explanation of the circumstances of the delay in abatement, a proposed timetable for the abatement, and a summary of steps being taken in the interim to protect employees from being adversely exposed to the unsafe or unhealthful working condition ([Requirement 31578](#)).

Note: Locally-generated equivalent versions of [NF 1584](#) as approved by the Center Director may be used.

2.7.3 The Center Director shall approve all [NF 1584](#)s (Requirement).

2.7.4 The Center Director shall provide a copy of the approved NF 1584 to the DASHO for all hazards requiring resource assistance from Headquarters (Requirement).

2.7.5 The Center or Component Facility Director shall notify the DASHO when a hazard in leased space cannot be abated without assistance of the General Services Administration (GSA) or other Federal agency ([Requirement 22059](#)).

2.8 Contract Management

2.8.1 NASA FAR Supplement [Subpart 1823.70--Safety and Health](#) provides guidance on when safety and health provisions are to be included in contracts.

2.8.2 The Office of Procurement shall coordinate with the Office of Safety and Mission Assurance and the Office of the Chief Health and Medical Officer on provisions that need to be addressed in the NASA FAR Supplement regarding safety and health.

2.8.3 When designated on the NASA Form 1634, Contracting Officer Technical Representatives are responsible for monitoring contractor compliance with the Safety and Health Plan incorporated in the contract.

Note: Contracting Officer Technical Representatives may request advice or assistance from the local Center Safety and Mission Assurance Office in performing this task.

Chapter 3. Supervisor and Employee Duties and Responsibilities

3.1 Definitions and Assumptions

3.1.1 Supervisor: Within [29 C.F.R. § 1960.9](#) and, as defined in this document, a "Supervisor" is a NASA civil service employee (or Federal employee detailed to NASA) who is the controlling employer with operational responsibility for another employee. Within NASA, this includes duties such as branch chief, division director, project manager, work site lead, and laboratory manager.

3.1.2 Workplace and Worksite: Within [29 C.F.R. § 1960.2\(t\)](#) and, as defined in this document, a "workplace/worksite" is any physical location where a NASA employee is performing assigned NASA work. This definition includes domestic and international locations but is not applicable during spaceflight.

3.1.3 Employee: Within [29 C.F.R. § 1960.2\(g\)](#) and, as defined in this document, an "Employee" is a NASA civil service employee or Federal employee detailed to NASA.

3.2 Supervisor Responsibilities within NASA

3.2.1 [29 C.F.R. § 1960.9](#) provides the fundamental basis for NASA supervisory responsibilities. Because of this, the full text of 29 C.F.R. § 1960.9 is provided below:

[29 C.F.R. § 1960.9](#) Supervisory responsibilities.

"Employees who exercise supervisory functions shall, to the extent of their authority, furnish employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm. They shall also comply with the occupational safety and health standards applicable to their agency and with all rules, regulations, and orders issued by the head of the agency with respect to the agency occupational safety and health program."

3.2.2 The [OSH Act of 1970 Section 5\(b\)](#) requires supervisors to comply with all OSHA safety and health requirements. Additional NASA safety and health requirements are specified in NPRs and may be required in specific contracts.

3.2.3 To maintain a safe and healthful workplace, supervisors shall:

- a. Proactively work to eliminate or control identified hazards ([Requirement 22090](#)).
- b. Ensure that their employees are aware of facility health/safety information to include, but not be limited to, location of the nearest medical treatment facility, procedures for obtaining treatment, methods for reporting occupational injuries or illnesses, and specific responsibilities and rights under the [OSH Act](#), [Exec. Order No. 12196](#), and [29 C.F.R. pt. 1960](#) ([Requirement 22092](#)).
- c. Ensure that employees have received the necessary training and protective equipment prior to entering a workplace with identified (or suspected) hazards ([Requirement 22095](#)).
- d. Support employees in the reporting of, and resolution of, unsafe and unhealthful conditions

(Requirement).

3.3 NASA Employee Responsibilities

3.3.1 [29 C.F.R. § 1960.10](#) provides the fundamental basis for NASA employee responsibilities and rights. Because of this, the full text of [29 C.F.R. § 1960.10](#) is provided below:

[29 C.F.R. § 1960.10](#) Employee responsibilities and rights.

"(a) Each employee shall comply with the standards, rules, regulations, and orders issued by his/her agency in accordance with [Section 19 of the OSH Act](#), [Exec. Order No. 12196](#), and this part which are applicable to his/her own actions and conduct.

(b) Employees shall use safety equipment, personal protective equipment, and other devices and procedures provided or directed by the agency and necessary for their protection.

(c) Employees shall have the right to report unsafe and unhealthful working conditions to appropriate officials.

(d) Employees shall be authorized official time to participate in the activities provided for in [Section 19 of the OSH Act](#), [Exec. Order No. 12196](#), and [29 C.F.R. pt. 1960](#), and the agency occupational safety and health program."

3.3.2 The [OSH Act of 1970 Section 5\(b\)](#) requires NASA employees to comply with all OSHA and NASA safety and health requirements.

3.3.3 Employees shall:

a. Promptly obtain necessary emergency medical care as the result of an occupational injury or illness ([Requirement 22102](#)).

b. Promptly report occupational injuries, illnesses, mishaps, and close calls in accordance with established procedures (see [NPR 8621.1](#)) ([Requirement 22103](#)).

c. Cooperate with safety and health personnel during inspections, surveys, and investigations ([Requirement 22104](#)).

d. Properly use protective equipment when prescribed and/or required by safety or health standards, good work practices, or when directed by supervisors ([Requirement 22105](#)).

e. Stop any work or activity which may put an employee or member of the public in imminent danger (Requirement).

3.4 Employee Access to Information and Participation in the Safety and Health Program

3.4.1 Employees or their designated representatives shall be informed of the following information by their Center Directors with regard to NASA occupational safety and health programs

(Requirement):

- a. Documents describing the NASA occupational safety and health programs including the [OSH Act](#), applicable Executive Orders, Federal, State, and local regulations, and standards.
- b. Log and summary of occupational injuries and illnesses, including [OSHA Form 300A](#) or its equivalent, subject to the [Privacy Act of 1974](#), as amended, [5 U.S.C. § 552\(a\)](#).
- c. Proposed NASA occupational safety and health standards and encouragement to provide comments to their appropriate representatives or committees.
- d. Inspection reports, job hazard analyses of the work site, associated job safety and health documentation, and accident investigations.

Note: See requirements found in [29 C.F.R. § 1960.26](#).

3.4.2 Employees are to be furnished the following by their Center Director:

- a. NASA-sponsored medical examinations at no cost when the Center or Component Facility occupational health or safety representative identifies significant exposure or significant potential for exposure to a chemical, physical, or biological agent in the work environment.
- b. Safety and health training, appropriate for the degree of hazard associated with their occupation or workplace.
- c. Representation on Center Executive Safety and Health Board and subcommittees.

3.4.3 Employees have the right to report unsafe and unhealthful working conditions to appropriate officials without fear of reprisal (see paragraph 1.4 of this document).

3.4.4 Supervisors are required to authorize official time for employees to participate in the safety and health programs and in the activities defined in [29 C.F.R. § 1960.10](#) (d) and this document.

CHAPTER 4. Inspections

Note: The requirements in this chapter are in addition to the requirements in [NPR 8621.1](#), [NPR 1800.1](#), and [NPR 8705.6](#).

4.1 Frequency of Inspection

4.1.1 [29 C.F.R. § 1960.25\(c\)](#) provides requirements for inspections of NASA Centers, Facilities, and other worksites.

Note: [29 C.F.R. pt. 1910](#) defines additional inspections for [lifting devices](#) and [pressurized vessels](#).

4.1.2 Each NASA Center and Component Facility safety and health office shall establish a formal schedule of safety and health inspections for all operations/facilities which ensures that the provisions in [29 C.F.R. § 1960.25\(c\)](#) and the items listed in paragraphs 4.1.2.a and 4.1.2.b are completed:

a. Prior to reactivation, a facility, structure, vehicle, operation, or equipment is thoroughly inspected to identify potential hazards ([Requirement 31563](#)).

b. More frequent inspections are conducted where there is an increased risk of accident, injury, or illness due to the nature of the workplace (i.e., uneven surfaces, work at heights, high energy locations, machine shops, cryogenic facilities, electrical facilities, critical lifting operations, aircraft operations, propellant facilities, laboratories, missile and flight hardware processing facilities, and facilities with radioactive sources and devices) ([Requirement 31562](#)).

4.1.3 Special inspections may be conducted (announced or unannounced):

a. At the request of the Chief Health and Medical Officer, Chief/SMA, Center Director, safety and health committees, employees or their representatives, or upon notice of an unsafe or unhealthful condition.

b. As a result of conditions discovered at other Centers which have caused mishaps, had the potential to cause mishaps, or as directed by the Chief Health and Medical Officer, Chief/SMA, or the Center Director.

c. Based on historical information of past unsafe or unhealthy conditions such as from mishap reports, safety or health audits or reviews, equipment failures, and similar information sources. Sources of historical information may include investigations of accidents involving similar working conditions at other U.S. Government agencies.

4.2 Qualifications of Inspectors

4.2.1 [29 C.F.R. § 1960.25\(a\)](#) and [29 C.F.R. § 1960.56](#) provide requirements for the training and qualification of safety and health inspectors.

4.2.2 In addition to the [29 C.F.R. § 1960.2\(s\)](#) series of qualified Safety and Health Specialists,

NASA has determined that a person or persons meeting the Office of Personnel Management standards for the following occupations are also qualified health specialists:

- a. General Health Scientist GS-601
- b. Physician's Assistant GS-603
- c. Sanitarian GS-688

4.3 Conduct of Inspections

[29 C.F.R. § 1960.26](#) provides requirements for safety and health inspections.

4.4 OSHA, NRC, and other Occupational Safety or Health Regulatory Inspection Visits

4.4.1 [29 C.F.R. § 1960.31](#) provides requirements for supporting inspections/visits by OSHA.

4.4.2 NASA Centers or Component Facilities Safety and Health Managers shall provide a summary of any findings and corrective action necessary to the Chief Health and Medical Officer and Chief/SMA within ten working days following written notification of findings of an inspection or visit by OSHA or an evaluation by NRC, or other regulatory agency (Requirement).

4.4.3 The Center/Facility Director shall notify the Chief Health and Medical Officer and Chief/SMA within one hour when OSHA, NRC, or other Occupational Safety or Health regulatory inspectors arrive on a NASA Center or Facility for the purpose of conducting an inspection or visit (Requirement).